



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
US ARMY GARRISON, PRESIDIO OF MONTEREY  
1759 LEWIS ROAD, SUITE 210  
MONTEREY, CA 93944-5006

IMSW-POM-ZA

21 NOV 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy on Permissible Operating Distance (POD) for Government Vehicles

1. References:

a. Department of Defense Directive 4500.36, Management, Acquisition, and Use of Motor Vehicles, 8 March 1994.

b. AR 58-1, Management, Acquisition, and Use of Motor Vehicles, 10 August 2004.

2. Purpose: To provide guidance when using Government vehicles beyond the POD.

3. Applicability: This policy applies to all military, Department of Defense (DoD) civilian personnel assigned, attached, located, or employed on the Presidio of Monterey (POM) and Ord Military Community (OMC). It also applies to Government contractors when contract authorizes the use of Government owned and leased vehicles.

4. Proponent: The proponent for this policy is the Directorate of Logistics (DOL), Transportation Division, IMSW-POM-LGT at extensions 6380/6441. This policy supersedes the previous policy dated 3 February 2004.

5. To ensure optimum responsiveness, efficiency, and economy on the use of Government vehicles, resources will be assigned to meet general transportation needs of the installation. Vehicles will usually not be used for missions beyond 100 miles (one-way) from POM or OMC.

6. To preclude competition with commercial sources and to promote economy, commercial Transportation Service Providers (TSP) should be used to move personnel and cargo beyond 100 miles (one-way). For personnel travel, call DOL, Personnel Movements Section, extension 5410/5203. For cargo, call Materiel Movements Section, extension 6440/6441.

7. Exceptions to this policy require prior approval by the Director of Logistics or Installation Transportation Officer. Submit Exceptions on the back of POM Form 14 (Request for Motor Transportation, at encl), with the following information: impact if travel is not performed; rationale for not using commercial sources; certification by Commander/Director or an authorized representative that vehicle will be used for "official business only".

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8. For temporary duty travel, attach a copy of the approved orders to request (POM Form 14). The orders, to include ones processed via the Defense Travel System must specifically authorize the use of a Government vehicle. Otherwise, request will be returned without action. All requests must be submitted 3 workdays prior to the travel date. Send to Transportation Officer, ATTN: IMSW-POM-LGT, Fax 7966/commercial Fax 392-0295, e-mail address, msgto@monterey.army.mil

9. Due to mission requirements, travel to/from Camp Roberts, Fort Mason, Travis Air Force Base, and Fort Hunter Liggett is exempt from the POD. However, units/activities are still required to submit request(s) through the chain of command for approval. For emergency travel, request verbal approval and then follow-up with a written request the next workday.

  
PAMELA L. MARTIS  
COL, MP  
Commanding

Encl  
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DISTRIBUTION:  
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**REQUEST FOR MOTOR TRANSPORTATION**

1. TO: TRANSPORT OPERATIONS		2. DATE WANTED	3. TIME WANTED
4. REQUESTED BY (Name)	TELEPHONE NO.	5. DRIVER REQUIRED <input type="checkbox"/> Yes <input type="checkbox"/> No	6. DATE/TIME RETURN
7. REQUESTED FOR (Organization)	TELEPHONE NO.	8. NO. OF PASSENGERS	9. WAIT <input type="checkbox"/> Yes <input type="checkbox"/> No
10. DISPATCH INFORMATION		14. FOR TRANSPORT USE ONLY	
a. Report to		a. <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	
b. Pickup at		b. Date/time request received	
c. Deliver to		c. Request received by	
d. Location		d. Type vehicle and GSA Tag number	
e. Type and amount of cargo		e. Comments	
11. PURPOSE OF TRIP			
12. TRANSPORTATION COORDINATOR (Print Name)			TELEPHONE NO.
SIGNATURE			
13. ANTI-TERRORISM OFFICER (Print Name)			TELEPHONE NO.
SIGNATURE			